



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3021 STORAGE OF EQUIPMENT AND FURNITURE

All equipment and furniture not being utilized within an accountability area shall be transferred into the storage inventory account and stored by Materials Control in a designated area until it is needed for the operation of the College. No equipment or furniture not used in routine daily operations shall be stored in any other area.

A list of stored items shall be distributed annually to each accountability area after the physical inventory count has been reconciled.

Before new equipment and furniture is purchased, the items in storage shall be reviewed. Directors of accounting units may view the equipment and furniture by appointment with the Materials Control Supervisor.

Inoperable equipment shall be repaired by the accountability area to which it is charged before it is transferred to storage. If the item cannot be repaired, it is to be designated as surplus and marked for disposal.

Equipment and furniture which has been transferred and is being stored shall be tagged, and the accountability area will be notified before the item is transferred to another accountability area or is disposed of. The transferring area shall have first choice for the item if it is foreseen to be needed in the near future in their particular accountability area.

Effective Date: 12-20-1994